


15 October 1980

MEMORANDUM FOR: Chief, Classification Review Division, OIS

FROM:


Chief, Records Management Division, OIS

STAT

SUBJECT: Review of Records

1. Recently we discussed whether it would be appropriate to indicate a change of classification on the folder or box containing a large amount of similar documents rather than going through the cumbersome process of marking the change on each document. Subsequently, I also followed up on your conversations with members of the Records Systems Branch concerning the matter.

2. It is our belief that the proposed procedure would be entirely appropriate and is in accordance with the primary directives on the application of markings. One such directive, ISOO Directive No. I dated 5 October 1978, states that "if prompt remarking of large quantities of information would be unduly burdensome, the custodian may attach a change of classification notice to the storage unit in lieu of the marking action otherwise required."

3. We appreciate your checking with us on this matter.

cc: RSB *8/24 Oct 80*

Bill -B

Jon

STAT

File: Systematic Review